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70-2764

30 JUN 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Inspector General's Survey of the Office of
Computer Services

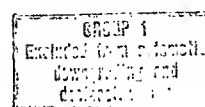
REFERENCE : DD/S 70-2271, dtd 18 June 1970, Same Subject

1. This memorandum submits information requested by referent memorandum.

X1 2. In an effort to assure continuing contact and communication with
personnel assigned to SIPS on matters of career concern, I very early
designated [] (then a member of the SIPS group) to attend my
weekly staff meetings to provide input from the SIPS group and keep the
X1 group in touch with developments in the Office of Finance. In addition,
Mr. [] was appointed a member of the SF Evaluation Panel for officers
GS-10 through 13. In this position, he provided assurance that direct,
X1 current knowledge of the SIPS personnel was available to the Panel in its
evaluations and that these employees are given full consideration (in fact
had a sponsor) for development, promotion, etc., in competition with
X1 their peers. Mr. [] made it a point to brief SIPS SF personnel
following each meeting and to otherwise keep the staff abreast of develop-
ments in the Office of Finance and SF Career Service and to serve as a
readily available channel for clarification or elaboration on any matter
of general or individual concern to the SF members of the SIPS staff.
X1 With Mr. [] return to the Office of Finance, we are designating
another member of the SIPS group to attend our staff meetings to assure
a continuity and regularity of contact.

3. Although we have not had formal, periodic counseling sessions
with the personnel assigned to SIPS, I or a senior member of my staff
have discussed career matters, promotions, policies, etc., with most,
if not all, employees assigned to SIPS over the past two years. Also,
these employees have been encouraged to attend and participate in
various conferences and meetings called to discuss career matters as
well as general finance operations. Particular efforts and releases

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have been made to acquaint all SF personnel with procedures followed by the Career Board in evaluating personnel and providing an understanding of how our competitive promotion system works.

4. With the completion of initial phases of the SIPS effort, four of the eight SF employees are scheduled to return by 30 June 1971. We are presently reviewing possible assignments for these individuals and will be consulting with them as subsequent assignments are identified.



L. E. BUSH
Director of Finance

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